

2006 SUMMER RESIDENTIAL GOVERNOR'S SCHOOL (SRGS) ACADEMIC PROGRAMS AND MENTORSHIPS PROCESS GUIDE FOR PRIVATE SCHOOL ADMINISTRATORS

The 2006 Summer Residential Governor's School (SRGS) selection process is consistent with the mission of the Virginia Department of Education to provide eligible students in the commonwealth fair and equitable access to programs and services, and to allow for greater decision making at the local level. The process continues to guarantee representation in the SRGS while providing equitable distribution according to race, gender, and geographic region to accredited private schools through their regional cooperatives. All information, applications, and nomination report forms are available at the following Web address:

www.doe.virginia.gov/Virginia/Govschools/SRGS

The 2006 Summer Residential Governor's School (SRGS) selection of nominees from private schools will continue to be conducted by the nine regions for private schools. In an effort to assist the private secondary schools with the regional SRGS selection process, the VDOE has identified contact persons who will facilitate the regional process. Where the regional coordinator has yet to be announced, Virginia Council for Private Education (VCPE) personnel will be assisting the region in determining a coordinator. Please refer to **ATTACHMENT A** for the names and contact information for these individuals and a listing of private schools by region.

As in past years, schools are encouraged to recognize the steps involved in the selection process and to establish dates for the submission of the various parts of the academic application in a manner that meets the region's needs. Each regional coordinator is encouraged to provide all schools assigned to the specific region with information regarding the application submission process and meeting dates and locations. The VDOE works with the private school regional coordinators as the primary contacts for all information.

This administrative guide for application to the Summer Residential Governor's Schools sponsored by the Virginia Department of Education (VDOE) outlines the specific process for the Academic Programs and Mentorships from pre-nomination through completion of the summer program. Additional information is available at the following Web site:

www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS

The rewards of attending a residential Governor's School are great, but the effort needed to complete the application process can be challenging. The work of students, parents, teachers, counselors, school administrators, and central office administrators is deeply appreciated.

Because many schools do not have school-based gifted education teachers, the secondary school counselor is a vital person in the application process. He/she is the one person in the building with access to the required records and who also knows the student. Students should consult the school counselor throughout the process and honor all deadlines established by the counselor.

DEFINITION OF TERMS

Applicants	Students are classified as applicants throughout the school and regional selection process.
Nominees	Applicants are classified as nominees if selected by the regional selection committee to be submitted to the VDOE.
Regional Coordinator	The designated contact person within the region who is the final authority within the region for problem solving with the VDOE.

11/18/2005

Academic Programs

The academic programs available for students include agriculture; humanities; life sciences and medicine; mathematics, science, and technology; and mentorships in engineering (NASA) and marine science (VIMS). **Students accepted to mentorships at NASA, VIMS, or the academic program Life Sciences and Medicine must have access to a personal computer during the Governor's School.**

BRIEF DESCRIPTION OF THE PROCESS

#	COMPONENT	DESCRIPTION	TIMELINE
1	Dissemination of Information	Each head of private school is responsible for disseminating the pertinent information from this document as early in the school year as possible. At the same time, the regional coordinator will disseminate dates for applications, and the timeline for student deadlines in this process.	October 2005
2	Criteria for Eligibility	Each private school is responsible for insuring that all nominees meet the established criteria for application to the Academic Program and Mentorship Governor's Schools. Coordinators are required to sign each application to indicate that each nominee submitted is eligible for the program.	October 2005
3	Schools' Selection Process	Schools' selection committees meet in January or February to determine which candidates to send forward for the regional selection process.	January – February 2006
4	Regional Selection Process	Regional selection committees meet in late January/early February to determine the nominees for each Governor's School. Each application must be ranked. No two applicants may share a rank.	January – February 2006
5	Regional Nominee Submission Process	5:00 p.m. on February 16, 2006 - DEADLINE for information on the nominees to be submitted in electronic format and the actual completed applications postmarked and mailed to the following address: Dr. Barbara McGonagill, Governor's Schools Office of Middle/High School Instruction Virginia Department of Education 101 North 14 th Street, Richmond, Virginia 23219 OR P.O. Box 2120, Richmond, Virginia 23218-2120 Schools shipping applications by a carrier other than the USPS must use the street address.	February 16, 2006
6	VDOE's Selection Process	Final selection for participation in the Governor's Schools is dependent on the strength of the application, local ranking, and the needs of the specific program. Consideration must be given to dormitory space, geographic balance within the commonwealth, and other factors.	February – April 2006
7	VDOE's Student Notification Process	In mid-April students will receive letters concerning the status of their applications. Nominees will either be invited to attend a program or will be designed as an alternate. Prior to the mailing of these letters, head of private schools and regional coordinators will receive lists indicating the status of individual nominees.	Mid-April 2006
8	Payment Process	Private schools will be invoiced in late May for students who	May – June 2006

#	COMPONENT	DESCRIPTION	TIMELINE
		have accepted the invitation by May 20, 2006. Revised invoices may be sent after the first day of the program, indicating students who declined or accepted after the May invoice. Only private schools with membership changes will receive revised invoices. Private school payments must be made by the Friday preceding the first day of the program.	
9	Process Completion	Copies of applications must remain on file in the private school until August 15, 2006. At that time, applications should be shredded.	August 15, 2006

DETAILED PROCESS INFORMATION ACADEMIC PROGRAMS AND MENTORSHIPS

1. DISSEMINATION OF INFORMATION

- Each private school regional coordinator is encouraged to provide all high schools with information regarding the application submission process. Private school heads should establish and publicize dates for the submission of the various parts of the academic application in a manner that meets the needs of the students.
- The Governor's School process begins as **tenth- and eleventh-grade students** return to school. Schools must publicize information about the Summer Residential Governor's Schools to all tenth- and eleventh-grade students and may not restrict information about the program to students enrolled in advanced classes or those recommended solely by teachers.
- Each private school must not discriminate upon the basis of religious conviction, race, gender, age, national origin, disability, or parent/guardian occupation.
- Each school submitting applications for the regional nomination process must be accredited by an appropriate accrediting organization. For further information contact the Virginia Council for Private Education at www.vcpe.org.
- Private schools are responsible for the local share of the tuition cost. The local share is 50 percent of the program tuition.

NOTE: Students who reside in Virginia but attend private schools outside of the commonwealth may also be nominated for Virginia's Summer Residential Governor's Schools if they meet all other eligibility requirements. Such students must contact the VDOE specialist for Governor's Schools, Barbara McGonagill, at Barbara.McGonagill@doe.virginia.gov, or at 804-225-2884, for more information. Students may access applications and other information at the following Web address:

www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS

2. CRITERIA FOR ELIGIBILITY

The school shall provide an application to any student who meets the eligibility criteria listed below. Schools are strongly encouraged to review the selection criteria with students and to assist them in recognizing the

11/18/2005

competition they face at the state level. The following criteria shall be met for a student to be eligible for consideration for a Governor's School academic program or mentorship:

- For the **Academic Programs and Mentorships**, a student may have been identified as gifted by the private school. *The Regulations Governing Educational Services for Gifted Students* (8 VAC 20-40-50, Criteria for Screening and Identification) defines the areas in which public school students may be identified as gifted. If a student has been identified through a private school identification process, the score on the ability, achievement, or aptitude measure used in the identification process may be used as one of the two norm-referenced test scores required. The second required score must come from a norm-referenced ability, achievement, or aptitude measure administered within the past three years. For a list of suggested measures and publishers, please refer to **ATTACHMENT B**.
- A student shall be neither a current applicant to a 2006 Governor's Foreign Language Academy nor other Summer Residential Governor's School Program, nor a former participant in these programs. **A student may attend only one program.**
- A student who participates in an Academic-Year Governor's School or has participated in one of the 20 Summer Regional Governor's Schools **MAY** apply.
- A student shall be genuinely interested in attending the Governor's School and have the emotional maturity, stability, and self-discipline to live away from home for an extended period.
- A professional who knows academic ability and strength of the student in the selected area shall recommend the student.

3. SCHOOL SELECTION PROCESS

Committee Process

Each private school may select applicants for the Academic Programs and Mentorships. It is important that schools wishing to participate in this process contact the regional coordinator as soon as possible to confirm their intention to participate. The regional coordinator, based on guidance provided, will determine the number of applicants a school may submit to the regional selection committee. These applicants become part of the region's applicant pool from which nominees will be selected. The number of nominees a private school region may submit is determined by the VDOE (see **ATTACHMENT A**), based on the enrollment of eligible students in the region's schools.

Each school may convene a committee to consider applicants from the school. Schools should consider including school counselors, educators and/or professionals knowledgeable in each of the academic program disciplines, and persons with expertise/experience in gifted education. Each school sends the completed, original application (with attached documentation of test scores, grades, and level of course difficulty) for each applicant to the regional selection committee according to the schedule established by the regional coordinator. The attached documentation is NOT part of the final application sent to VDOE.

4. PRIVATE SCHOOL REGIONAL SELECTION PROCESS

Number of Nominees

The number of nominees a private school region may submit is determined by the VDOE (see **ATTACHMENT A**) based on the enrollment of eligible students in the region. The number of nominees a region may submit to the VDOE is given on **ATTACHMENT A** for the following groups:

- Total academic nominees (humanities; life sciences and medicine; mathematics, science and technology; or mentorships); and
- A separate total nominees for agriculture.

11/18/2005

Committee Process

Each private school sends the completed, original application for each applicant to the regional selection committee. The regional selection committee must receive applications by the deadline established by the regional coordinator. After receiving applications from each participating private school with the test score, course, and grade information attached to each application, the region selects nominees.

The regional selection committee will consider the pool of local applicants and select nominees. The principal/headmaster or his/her designee from each participating school is responsible for determining who will serve on the regional selection committee. The regional coordinator should announce the date and location of this meeting and all participating schools should receive written notice of the meeting. The regional coordinator should provide VDOE with the time, date, and location for the meeting as well.

The VDOE suggests that the regional selection committee consist of secondary school counselors, educators and/or professionals knowledgeable in the academic program disciplines, and persons with expertise/experience in gifted education. The members of the selection committee should represent as many of the schools as possible and should include administrators/teachers who have knowledge about the Governor's Schools.

ATTACHMENT C, Scoring Guidelines, provides guidance on evaluating student career highlights, essay, and teacher narratives. Selection of nominees should be based on the student's ability to handle the academic components of the program, understanding of the program expectations, social and emotional maturity, and genuine interest and willingness to participate in the program. Nominees should be broadly representative of the racial and gender composition of the region.

Competing the Application

The regional selection committee must determine the total score for each applicant by using the Academic Scores form. This form is available online at the following Web site:

www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS

The VDOE will check the computation of adjudication, teacher rating scales, and final scores as part of its process. Applications received by the VDOE with incomplete scores will be returned to the regional coordinator for completion. The student will not be considered for any position until all scoring is complete and the application is resubmitted.

Each student's application should also indicate the names, schools and titles of the regional selection committee members and other signatures as indicated on the Division/Region Signatures form. This form is also available at the previously provided Web site. The regional coordinator's statement acknowledges that the student's attendance and discipline records have been reviewed and that the nominee is worthy to represent his/her region.

The regional coordinator shall retain a copy of each application until August 15, 2006.

All decisions of the regional committee are final. The VDOE does not have jurisdiction over the decisions made at the local level, unless it is shown that the local selection did not adhere to the requirements outlined in this document.

5. PRIVATE SCHOOL REGIONAL NOMINEE SUBMISSION PROCESS

Ranking the nominees

Once the regional selection committee has identified the academic program and mentorship nominees, they must be ranked in score order, regardless of program selected. In other words, the AG, HUM, LSM, MST, and NASA/VIMS nominees form one ranking pool, separate from the VPS nominees. In the case of multiple students with the same score, the committee must assign a different rank to each student. **Students may share the same score, but not the same rank.** This ranking is required to enter students into the Nomination Report.

Submitting the Nomination Report

11/18/2005

Nomination information will be submitted to the VDOE via a secure Web site. Regional coordinators should contact Barbara McGonagill at Barbara.McGonagill@doe.virginia.gov or 804-225-2884. The VDOE will provide authorized regional coordinators with information to access the Single Sign-On for Web Systems (SSWS). Authorized users will be able to open the 2006 Summer Residential Governor's School Nominations Report. The nomination report will be available at the following Web address:

<https://eb01.vak12ed.edu/ssws>

The first page of the academic application includes all student information needed to complete the nominations report. The first screen, after successful login, will show the region's quotas for academics and agriculture. These totals will adjust automatically as students' program choices are entered. Users should click on the "Add Nominee" button to the right of the academic quotas to start entering student data. The user will be notified when he/she attempts to nominate a student where the region's quota has been filled or where the rank has been duplicated. Users will have the ability to edit or delete data for nominees after they have been entered. Once **all nominee information, including all VPA and academic program and mentorship nominees, has been entered**, the user should click on "Verification Report," shown on the screen's left blue bar. This report requires Adobe Acrobat® to be read. If the user's computer does not have that software, it may be downloaded without charge from the following Web site:

www.adobe.com/products/acrobat/readstep2.html

Users should save the verification report to their computers, and print a copy for signature. The verification report must be printed after all nominees are entered in order to indicate the correct number of students for whom tuition certification must be sent from the heads of the private schools. Private schools indicate, through the signed tuition certification (**ATTACHMENT D**), that **they are guaranteeing tuition for all students nominated**. The region's nomination report is instantaneously transmitted to the VDOE. The second page (and subsequent pages) of the region's verification report lists pertinent information that has been transmitted to the VDOE about its nominees. If the user has an interruption in the online submission process, submission of the data will not be lost. Further information and specific step-by-step instructions will be posted to the following Web site and sent via e-mail to all regional coordinators by January 1, 2006:

www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS

Submitting Applications to VDOE

The regional coordinator mails originals of the applications for the selected nominees along with the Tuition Certification signed by the appropriate head of the private school nominating the student to the VDOE. Only materials required by the VDOE will be accepted. Transcripts, student resumes, and pictures should not be included in the submitted application.

IN ORDER TO BE CONSIDERED, all materials must be packed in order indicated on the Verification Reports and be postmarked by 5 p.m. February 16, 2006. NO EXCEPTIONS WILL BE MADE. SUBMIT ORIGINAL COMPLETED APPLICATIONS TO THE FOLLOWING ADDRESS:

Dr. Barbara McGonagill, Governor's Schools
Office of Middle/High School Instruction
Virginia Department of Education
101 North 14th St., Richmond, VA 23219
OR
P.O. Box 2120, Richmond, VA 23218-2120

Schools shipping applications by a carrier other than the USPS must use the street address.

NOTE: School counselors must provide written information to students who applied but who were not nominated indicating that their applications are not being sent to the state for consideration and that they will not receive any communication from the state in mid-April 2006. Schools may be asked to provide this list to the VDOE.

6. VIRGINIA DEPARTMENT OF EDUCATION'S SELECTION PROCESS

The VDOE receives and processes all required materials **postmarked by February 16, 2006**. Final selection for the academic program participants is made by the VDOE and the program directors and will be based on the strength of the student's application, ranking, needs of the program, and the guaranteed place for each private school region.

Final selection for mentorship participants is made by the program and/or site directors and mentors and is based on the strength of the student's application, program needs, and the availability of mentors. No private school region is guaranteed that a student will be accepted into a mentorship.

NOTE: Each region is guaranteed one representative in an academic program or mentorship. However, due to the limited number of mentorships, a region that submits nominees only for mentorship programs may not be represented in the 2006 program.

7. VIRGINIA DEPARTMENT OF EDUCATION'S NOTIFICATION PROCESS

Each nominee will be sent a letter regarding his/her application status by mid-April 2006. Prior to the mailing of letters to all nominees, the head of private schools and the regional coordinator will receive a status list indicating "invited" or "alternate" status for individual nominees. At this point, all students are listed as "invited" or "alternates." Private school gifted education coordinators are welcome to share this information with the nominees. Each student's letter will be sent directly to the home address indicated on the nomination report and nominee's application.

8. PAYMENT PROCESS

Private schools will be invoiced in late May for students who have accepted the invitation to attend as of May 20, 2006. Schools may receive a revised invoice after the first day of the program (June 26, 2006), indicating students who declined or accepted after the May invoice. Only those schools with changes will receive revised invoices. Payment for private school students is due by June 23, 2006, the Friday preceding the first day of the program.

The following tuitions will be used to determine the private school's share of academic program costs:

Program	2006 Tuition	Private School Portion of the Tuition
Agriculture (AG)	\$2,000	\$1,000
Humanities (HUM)	\$1,560	\$ 780
Life Sciences and Medicine (LSM)	\$1,750	\$ 875
Mathematics, Science, and Technology (MST)	\$1,288	\$ 644
Mentorships in Engineering and Marine Science (NASA or VIMS)	\$2,888	\$1,444

9. PROCESS COMPLETION

Applications must remain on file until August 15, 2006. At that time, applications should be shredded.

11/18/2005

**ACADEMIC AND MENTORSHIP PROGRAMS
IMPORTANT DATES
2005-2006**

October 2005	Dissemination of information to students begins the process.
October 2005 - February 2006	Criteria for eligibility are considered for each student who plans to apply. Criteria are reviewed before applications are submitted.
January-February 2006	School selection process takes place.
January-February 2006	Date determined by regional coordinators as deadline for schools to submit completed applications to the regional selection committee.
January-February 2006	Private school regional selection process takes place.
February 16, 2006	Private school regional nominee submission process deadline for the coordinator to mail original applications and Tuition Certifications signed by heads of private schools to the VDOE and to enter the nominee information on the VDOE's secure web site.
February-April 2006	VDOE's selection process takes place.
Mid-April 2006	VDOE's notification letters sent to students indicating status of application. Coordinators receive a list of students and their status.
May 2006	Payment process begins with invoices that are sent for students who plan to attend.
June 2006	Payment process continues with adjustments to invoice(s), if necessary.
August 15, 2006	Process is completed when applications are shredded.

Contact Information

If you have questions regarding the application, student selection process, submission of the nomination data, or the invoice process, please contact the specialist for Governor's Schools, Barbara McGonagill, at the VDOE at Barbara.McGonagill@doe.virginia.gov or at 804-225-2884.

ATTACHMENT A**Regional Contacts for Virginia Private Schools**

Schools invited to participate are those currently listed as **accredited** by the appropriate agency as recorded by the Virginia Council for Private Education as of September 14, 2005.

ACAD Quota = Total number of nominees a region may submit for the areas of HUM, LSM, MST, NASA, and VIMS

AG Quota = Total number of nominees a region may submit for the AG program. Nominees for other academic programs may not use extra slots in this quota.

Region 1 (Southwest Virginia, including Roanoke to N, Martinsville to E)

Regional Coordinator: Kathleen J. Futrell (kfutrell@roanokecatholic.com), Roanoke Catholic, 540-345-3532 x. 125

ACAD Quota: 2 Nominees AG Quota: 1 Nominee

Carlisle School	Oak Hill Academy	Roanoke Valley Christian
North Cross School	Roanoke Catholic	

Region 2 (Southside - Lynchburg and Danville East to I-95)

Regional Coordinator: Liz Nilsen (liz.nilsen@ialr.org), Institute for Advanced Learning and Research, 434-766-6766

ACAD Quota: 4 Nominees AG Quota: 2 Nominees

Amelia Academy	Hargrave Military Academy	New Vistas School
Brunswick Academy	Holy Cross Regional School	Rivermont School
Chatham Hall	Kenston Forest School	Timberlake Christian School
Faith Christian Academy	Lynchburg Christian Academy	Virginia Episcopal School
Fuqua School	New Dominion School	Westover Christian Academy

Region 3 (Charlottesville)

Regional Coordinator: Joan Barnett (jbarnett@tandemfs.org), Tandem Friends School, 434-296-1303 x 246

ACAD Quota: 4 Nominees AG Quota: 2 Nominees

The Blue Ridge School	Miller School of Albemarle	Woodberry Forest
The Covenant School	St. Anne's - Belfield	
Fork Union Military Academy	Tandem Friends	

ATTACHMENT A, continued**Region 4 (Shenandoah Valley - Staunton to Winchester)**Regional Coordinator: Tina Glanzer(glanzer@emhs.net), Eastern Mennonite High School, 540-432-4505**ACAD Quota: 4 Nominees****AG Quota: 2 Nominees**

Blue Ridge Christian School	Massanutten Military Academy	Shenandoah Valley Christian Academy
C. F. Richards Jr. Academy	Mountain View Christian Academy	Stuart Hall
Eastern Mennonite High	Randolph-Macon Academy	Timber Ridge
Fishburne Military School	Seton Home Study School, Inc.	Wakefield Country Day School
Guardian Angel Regional Catholic School	Shenandoah Valley Academy	

Region 5 (Central Virginia - Fredericksburg, Richmond, Petersburg)Regional Coordinator: Mary Chapman (mchapman@st.catherines.org), St. Catherine's School, 804-288-2804**ACAD Quota: 6 Nominees****AG Quota: 3 Nominees**

Benedictine High School	Holy Cross Academy	St. Catherine's School
Blessed Sacrament/Huguenot	New Community School	St. Christopher's School
The Collegiate School	Northstar Academy	St. Gertrude School
Elk Hill Farm	Richmond Christian School	Steward School
Fredericksburg Academy	Richmond Academy	Trinity Episcopal School
Fredericksburg Christian High School	Richmond Montessori	Victory Christian Academy
Heritage Christian School	Rudlin Torah Academy	

Region 6 (Tidewater - Norfolk, Virginia Beach)Regional Coordinator: Rich Peccie (RPECCIE@norfolkacademy.org), Norfolk Academy, 757-461-6236**ACAD Quota: 6 Nominees****AG Quota: 3 Nominees**

Alliance Christian	Chesapeake Bay Academy	Norfolk Collegiate
Atlantic Shores Christian	Crawford Day School	Portsmouth Christian Schools
Barry Robinson Center	Greenbrier Christian Academy	Stonebridge
Bishop Sullivan Catholic High School	Nansemond-Suffolk Academy	Tidewater Academy
Broadwater Academy	Norfolk Academy	Tidewater Adventist Academy
Calvary Christian School System	Norfolk Christian Discovery	Virginia Beach Friends School
Cape Henry Collegiate	Norfolk Christian School	

ATTACHMENT A, continued**Region 7 (Peninsula - Hampton, Newport News, Northern Neck, Williamsburg)**Regional Coordinator: Jeanette Fritts (jfritts@cox.net), Isle of Wight Academy, 757-357-3866**ACAD Quota: 4 Nominees****AG Quota: 2 Nominees**

Christchurch School	Isle of Wight Academy	St. Margaret's School
Denbigh Baptist Christian School	Our Lady of Walsingham Academy, Upper School	Williamsburg Christian Academy
Hampton Christian School	Peninsula Catholic High School	
Hampton Roads Academy	Southampton Academy	

Region 8 (Alexandria, Springfield, Manassas)Regional Coordinator: Cathy Bliss (cathbliss@comcast.net), Seton School, 703-491-9109**ACAD Quota: 4 Nominees****AG Quota: 2 Nominees**

Bishop Ireton High School	Episcopal High School	Seton School
Commonwealth Academy	Grace Episcopal	St. Stephen's/St. Agnes School
The Dominion School	Islamic Saudi Academy	Word of Life Christian Academy
Emmanuel Christian School	Richard Milburn High School	

Region 9 (Northern Virginia)Regional Coordinator: Tom McNichol (tomcnichol@hotmail.com), Bishop Denis J. O'Connell HS, 703-237-1400**ACAD Quota: 8 Nominees****AG Quota: 4 Nominees**

Bishop Denis J. O'Connell High School	Highland School	Potomac School
Christian Fellowship School	Madeira School	Vienna Adventist Academy
Flint Hill School	Notre Dame Academy	Wakefield School
Foxcroft	Paul VI High School	

Other Schools**ACAD Quota: 2 Nominees****AG Quota: 1 Nominee**

- Appomattox Regional Governor's School for Arts and Technology
- Maggie L. Walker Governor's School for Government and International Studies
- Quantico High School

ATTACHMENT B
Testing Information

ABILITY/APTITUDE TESTS		ACHIEVEMENT TESTS	
Cognitive Abilities Test (CogAT)	Preliminary SAT Scoring Service (PSSS) 9 th or 10 th graders	American College Test (ACT)	Stanford 9 or 10 (SAT 9 or 10)
Kaufmann Brief Intelligence Test (KBIT-2)	Raven's Standard or Progressive Colour Matrices	Comprehensive Test of Basic Skills (CTBS)	Terra Nova
Naglieri Non-Verbal Ability Test (NNAT)	Scholastic Aptitude Test (SAT)	Iowa Test of Basic Skills (ITBS)	
Otis Lennon School Abilities Test (OLSAT)	Weschler Intelligence Scale for Children 4 th ed. (WISC IV)		
Preliminary Scholastic Aptitude Test (PSAT) 11 th graders	Woodcock-Johnson Cognitive Abilities Test (W-J)		
Other norm-referenced ability, achievement, or aptitude tests with validity and reliability in the assessment of gifted students may be used in the application process.			

APTITUDE TESTING INFORMATION

The **Cognitive Abilities Test (CogAT)** Level G or H may be given to applicants and is marketed by:

Riverside Publishing
4235 Spring Lake Drive
Itasca, IL 60143-2079
800-323-9540
<http://www.riverpub.com>

The **Kaufmann Brief Intelligence Test (KBIT-2)** is administered in 30 minutes and is marketed by:

American Guidance Service
4201 Woodland Road – XT
P.O. Box 99
Circle Pines, MN 55014-1796
800-328-2560
<http://www.agsnet.com>

The **Naglieri Non-Verbal Ability Test (NNAT)** is administered in 30 minutes and is marketed by:

Harcourt Assessment, Inc.
P.O. Box 708912
San Antonio, Texas 78270-8912
800-211-8378
<http://harcourtassessment.com>

ATTACHMENT B, continued

The **Otis Lennon School Abilities Test (OLSAT)** is marketed by:

Harcourt Assessment, Inc.
19500 Bulverde Road
San Antonio, TX 78259
800-211-8378
<http://harcourtassessment.com>

The **PSAT** is the Preliminary Scholastic Aptitude Test, given twice a year, generally on the second Tuesday in October, when it serves as the National Merit Scholarship Qualifying Test and then on Saturday of that week as just the PSAT. Students may register by mail or online and must be in the eleventh grade to qualify for the NMSQT.

The **PSSS** is the same as the PSAT/NMSQT test given only in the spring of the ninth and/or tenth grade. The scores from this test are not used as qualifiers for the National Merit competition. The cost per student is slightly less than the PSAT. It is administered on any date the school chooses.

The Scholastic Aptitude Test, **SAT**, is given on selected Saturdays throughout the year. Students may register by mail or online. This is the test used by most east coast colleges and universities as an entrance criterion.

The **PSAT, PSSS, and SAT** are marketed by:

The College Board
45 Columbus Avenue
New York, NY 10023-6992
212-713-8000
<http://www.collegeboard.com>

The **Raven's Standard and Progressive Matrices** are marketed by:

Harcourt Assessment, Inc.
P.O. Box 708912
San Antonio, Texas 78270-8912
800-211-8378
<http://harcourtassessment.com>

The **Weschler Intelligence Scale for Children (WISC IV)** is marketed by:

Harcourt Assessment, Inc.
19500 Bulverde Road
San Antonio, TX 78259
800-211-8378
<http://harcourtassessment.com>

The **Woodcock-Johnson Cognitive Abilities Test (W-J)** is marketed by:

Riverside Publishing
4235 Spring Lake Drive
Itasca, IL 60143-2079
800-323-9540
<http://www.riverpub.com>

ATTACHMENT B, continued**ACHIEVEMENT TESTING INFORMATION**

The **American College Test (ACT)** is administered on selected Saturdays throughout the year. Students may register online or through the mail. This test is used as an entrance criterion for many colleges and universities.

ACT
500 ACT Drive
P.O. Box 168
Iowa City, Iowa 52243-0168
319-337-1270
<http://www.act.com>

The **Comprehensive Test of Basic Skills (CTBS)** is marketed by:

CTB/McGraw-Hill
20 Ryan Ranch Road
Monterey, CA 93940
800-538-9547
<http://www.ctb.com>

The **Iowa Test of Basic Skills (ITBS)** is marketed by:

Riverside Publishing
4235 Spring Lake Drive
Itasca, IL 60143-2079
800-323-9540
<http://www.riverpub.com>

The **Stanford 10 (SAT)** is marketed by:

Harcourt Assessment, Inc.
19500 Bulverde Road
San Antonio, TX 78259
800-211-8378
<http://harcourtassessment.com>

The **Terra Nova** is available **online** at: CTB/McGraw-Hill

CTB/McGraw-Hill
20 Ryan Ranch Road
Monterey, CA 93940
800-538-9547
www.ctb.com

NOTE: Information on these pages is not intended to be a comprehensive listing of all possible measures. School counselors are welcome to consider other valid and reliable norm-referenced ability, achievement, or aptitude measures.

ATTACHMENT C

Scoring Guidelines

GUIDELINES FOR RATING STUDENTS' ACTIVITIES, RESEARCH AND HONORS

Students have been instructed to be very specific with regard to the explanation of their activities, honors, recognitions and organization names in this section.

A student should be given 1 or 2 points for each **activity**, sponsored by regional, state, or national organizations, that supports his/her field of interest. One point should be awarded for membership in these activities with a second point awarded for leadership and/or elected office in the activities or organizations. **Only three activities within the past three years may be counted.**

A student should be awarded 1 or 2 points for each **research/study experience** related to his/her field of interest. One point may be awarded for topics and studies that are limited to assignments that are regular parts of the student's curriculum. A second point may be awarded for outstanding accomplishment within the study, completion or pursuit beyond the course requirements, or submission/presentation of the study to a competition, or other activities as deemed appropriate by a majority of the committee. **Only three research/study experiences may be counted.** Virginia Junior Academy of Science (VJAS) or International Science and Engineering Fair (ISEF) experience must be demonstrated for NASA and VIMS applicants.

A student may receive 1 or 2 points for up to three **honors or recognitions** they have received based on the criteria established by the local committee.

Record the scores in Part I of the Academic Scores form, available at the following Web site:

www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS

GUIDELINES FOR RATING APPLICANT SPEECHES/ESSAYS

The rubric is provided as guidance for the scoring of student essays. Students have a choice of three essay prompts and all essay prompts are equally valued. The rubric provided is based on the Standards of Learning writing rubric. The maximum score for each essay is 6 points per reader. The score is composed of Composition and Mechanics. Scores must be recorded as whole numbers, with the lowest of 0-1 and the highest of 6.

COMPOSITION	0 - 1	2	3	4
Central Idea	Missing	Unclear	Weak	Strong
Elaboration	Unclear	Seldom	Some	Appropriate
Organization	Lacking	Random	Lapses	Logical
Unity	Absent	Many digressions	Some digressions	Unified
Voice	Silent	Absent	Weak	Controlled
Mechanics	0	1	2	
Sentence Structure	Weak	Some variety	Varied	
Usage	Incorrect	Some incorrect	Consistently correct	
Mechanics	Incorrect	Some incorrect	Consistently correct	

Evaluators are asked to record the scores for each reader in Part II of the Academic Scores form.

ATTACHMENT C, continued**GUIDELINES FOR RATING TEACHERS' NARRATIVES**

1. The regional coordinator may appoint a reading committee to score the teachers' narratives. This committee can be the same one used to score the applicants' essays.
2. Reader(s) should assess each teacher's impression of the applicant and assign a score for each narrative between 1 (low) and 6 (high) based on the following scale:
 - **6 pts.** This student **demonstrates superior skills and understanding** of all of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
 - **4 - 5 pts.** This student **demonstrates excellent skills and understanding** in most of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
 - **3 pts.** This student **demonstrates adequate skills** in most of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
 - **2 pts.** This student **demonstrates moderate skills** in the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
 - **1 pt.** This student **demonstrates few skills** in any of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
3. Record the scores in Part III of the Academic Scores form.

ATTACHMENT D

Head of School Tuition Certification

February 16, 2006

TO: Barbara McGonagill, Principal Specialist
Governor's Schools and Gifted Education
Virginia Department of Education
Office of Middle and High School Instruction
P.O. Box 2120
Richmond, VA 23218-2120

FROM: _____
Head of School

SUBJECT: 2006 Summer Residential Governor's School Tuition Certification

I hereby certify that the student(s) listed below is (are) qualified and genuinely interested in attending the specific Summer Residential Governor's School indicated. I further certify that this private school guarantees funding for the student(s) as its nominee(s) to the 2006 Summer Residential Governor's Schools program. I understand that this school will be invoiced in late May for the tuition for these students and that payment, to the Virginia Department of Education, Budget Office, P.O. Box 2120, Richmond, VA 23218-2120, is expected by June 23, 2006.

Name(s) of Nominee(s) Student's Program Choice

_____/_____
Signature of Head of School Date

ATTACHMENT D, continued

Directions for completion of the Head of School Tuition Certification

Please add the names of your school's nominees for the 2006 Summer Residential Governor's Schools and their program selection and then run the first page of ATTACHMENT D on **school letterhead and have it signed by the head of school**. His/her name should be typed at the FROM: line. Please provide the completed form to the regional coordinator, indicated in ATTACHMENT B for submission with materials by the deadline of February 16, 2006, or the form may be mailed directly to the address indicated on the memorandum.